

# From Interview to Hire



**Course Number:** NC 301

**Cost Per Person:** No Charge/Participating, \$188/Non-Participating

**Eligibility:** Managers & Supervisors

**Instructor:** Doty

**Length:** 8:30 am – 4:30 pm

**Certificate Series:** Leadership Development Certificate

**Location:** Hoover State Office Building, Level A Des Moines

**Scheduled Sessions:**

August 24, 2016

October 12, 2016

February 7, 2017

May 31, 2017

**Overview:**

Almost everything in your agency depends upon the competency of your employees; therefore, the people you hire is critical to your success.

In this course, you will learn to develop a structured process to use in screening, interviewing, and hiring to ensure you find and start to retain the best employees available to you.

**Objectives:**

- Identify key interview procedures
- Develop an understanding of legal issues surrounding interviewing
- Develop behavioral interview skills
- Relate the overall hiring process to the interview process
- Understand how to make the best hiring decision
- Identify available resources for the various stage of hiring